
Air National Guard (ANG) Military Vacancy Announcement (MVA)

*(Must be a current ANG, RegAF, or AFRC member
And be eligible for ANG membership)*

2010-031

CLIENT SYSTEMS NCO

PROMOTABLE SRA - TSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 26 Mar 10 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **AFNORTH/A6 (TYNDALL AFB FL)**. Must be Air Force Specialty Code (AFSC) **3D1X1**. **Will accept applications from any of the following other AFSCs: 3A0X1, 3C0XX, 3C1X1, 2E1XX, 2E2X1 and 2E6XX**. **Must be CST qualified and possess minimum of A+ or Network + certification**. Duties and Responsibilities: When assigned by the Division Chief, supports unit personnel with their unclassified/classified client-level information technology user devices. Deploys, sustains, troubleshoots, and repairs standard voice, data, video network, and cryptographic client devices in fixed and deployed environments. Sustains and operates systems through effective troubleshooting, repair, and system performance analysis. Performs first level customer (Help Desk) support to unit personnel. Manages client user accounts and organizational client device accounts. Documents problems and records trends. As a CST, explains complex network concepts; installs and configures application software to run on stand-alone computers or networked systems. Maintains automated configuration control files and registers software to the installation. Manages hardware and software. Performs configuration, management, and troubleshooting. Removes and replaces components and peripherals to restore system operation. Installs and configures software operating systems and applications. Provides service to end-users for operation, restoration, and configuration of information systems. Performs maintenance and troubleshoots to resolve hardware problems. Briefs new personnel on computer operations and performs demonstrations and training as required. Reports security incidents and executes corrective security procedures. Designs and maintains unit web pages. Plans, organizes, and directs sustainment activities. Establishes work standards, methods, and controls for preventative, scheduled, and unscheduled maintenance actions. Determines extent and economy of repair of malfunctioning equipment. Ensures compliance with technical data, instructions and work standards. Develops and enforces safety standards. Interprets malfunctions and prescribes corrective action. Provides for control of all classified documents. Insures that documents are properly logged and safeguarded. Maintains and manages classified computers. Assists unit personnel on the operation of local systems to include but not limited to Automated Message Handling System (AMHS), Defense Travel System (DTS), Automated Business Services System (ABSS) and Project Workflow Requirements and Resource Manager (PWRR). Assists in the development of policy letters and operating instructions (OI) that may require researching applicable directives from higher authority, to ensure conflict will not result from issuance of new policy. Coordinates draft policy and proposed OI with other staff directorates

prior to submission for final review and approval. Manages an Automated Data Processing Equipment (ADPE) account. Insures that all accountable computer equipment is inventoried. Coordinates ordering of new equipment and maintains a tracking system of all items. Performs other duties as assigned.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
